

SECRET

Executive Registry

102-7487

LBN

8 OCTOBER 1962

MEMORANDUM FOR: MR. KIRKPATRICK

SUBJECT : REPORT OF CABLE SECRETARIAT OPERATIONS 1-30 SEPTEMBER 1962

1. CABLES PROCESSED

- A. CIA CABLES PROCESSED TOTALLED 16,257 IN CABLES, 6,223 OUT CABLES, 1,068 TD's AND 853 MISCELLANEOUS ITEMS FOR A TOTAL OF 24,401 WORK ITEMS. THIS REPRESENTS AN INCREASE OF 266 ITEMS OR 1% MORE THAN THE 1961 MONTHLY AVERAGE OF 24,135 WORK ITEMS.
- B. NON-CIA CABLES TOTALLED 12,520, AN INCREASE OF 148 OR 1% MORE THAN THE 12,372 MONTHLY AVERAGE FOR 1961. THE SEPTEMBER 1962 TOTAL IS 391 OR 1% LESS THAN AUGUST 1962.
- C. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLE SECRETARIAT INCLUDING MISCELLANEOUS AND SERVICE REQUESTS TOTALLED 37,490 ITEMS OR 1,250 ITEMS EACH 24 HOURS INCLUDING SATURDAYS AND SUNDAYS.
- D. ONE THOUSAND ONE HUNDRED EIGHTY-EIGHT (1,188) CABLES OR 3% OF ALL CABLES PROCESSED WERE FURNISHED TO THE DIRECTOR AS COMPARED TO 1,084 OR 3% FOR AUGUST 1962.

2. PERSONNEL

OUR OPERATING STRENGTH FOR SEPTEMBER WAS [REDACTED] PERSONS, 8 SHORT OF OUR CEILING. WE HOPE TO BE GAINING 3 CLERKS NEXT MONTH. THIS SHOULD GIVE US A LITTLE RELIEF FOR THE TIME BEING.

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3. GENERAL

OUR PROPOSED T/O REVISION WHICH INVOLVED ADDITIONAL SLOTS AND THE UPGRADING OF SOME SLOTS HAS BEEN APPROVED BY THE DD/S. I UNDERSTAND THAT THE PAPER IS NOW IN THE COMPTROLLERS OFFICE. WHEN FINAL APPROVAL IS RECEIVED, WE HOPE TO BE ABLE TO BRING OUR NIGHT STAFF STRENGTH UP TO A LEVEL WHICH WILL PERMIT US TO DO OUR JOB WELL AND WITH LESS STRAIN OR UNDESIRABLY LARGE BACKLOGS.

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CABLE SECRETARY

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